

Job Fair Boot Camp

Employers are seeking students and graduates who are proficient in their field and who have a strong grasp of the soft skills including: social graces, communication, friendliness, relationship building, etc. Student Life's Soft Skill Socials are designed to help you refine your skills and set you a step above your competition when entering the job market.

Visit www.ntc.edu/studentlife for additional programming designed to enhance your employability.



Resources at NTC

Job Seeking Skills Walk-in Times

Receive assistance with your resume, cover letter and additional job seeking skills during these walk-in times. No registration is required; just visit the Student Leadership Center on the following days of the week:

- Mondays, 1:00 p.m.-4:00 p.m.
- Tuesdays, 1:00 p.m.-4:00 p.m.
- Thursdays, 8:00 a.m.-12:00 p.m.

Job Search Booklet

www.ntc.edu/current-students/jobs

This informational booklet prepared by the NTC Transfer & Placement Office includes tips for creating a job search plan, tools for getting a job, information about the interview process, and opportunities to learn more.

Job Search Videos

www.ntc.edu/placement-pages/job-search-videos

Watch videos about how to create a resume and cover letter and how to prepare for an interview. Review audio or information regarding what employers are looking for in applicants.

Mock Interviews

www.ntc.edu/placement-pages/for-students/mock-interviews-job-fairs

Practice your interview skills by participating in mock interviews set up by academic program.

Questionable Criminal Background

www.ntc.edu/prospective-students/admissions/criminal-background

If you have questions regarding your background and how it may impact your employability or job search, review these FAQs and additional information.



Tips for Attending a Job Fair

Dress for Success—Wear professional interview attire and comfortable shoes.

Practice a Pitch—Practice quickly summarizing your skills and experience (elevator speech).

Bring Supplies—Bring a targeted cover letter, copies of your resume, a pen and a notepad.

Check Out Companies—Be prepared to talk to hiring managers by checking out the company's website, mission, open positions and general information before you go.

Network—While waiting in line, talk to others; you never know who might be able to help with your job search.

Show Initiative—Shake hands and introduce yourself to recruiters when you reach the table. Demonstrate your interest in the company and their job opportunities.

Be Enthusiastic—Employer surveys identify one of the most important personal attributes candidates can bring to a new position as enthusiasm.

Ask Questions—Have questions ready for company representatives; the more you engage them, the better impression you'll make.

Collect Business Cards—This allows you to have contact information for the people you have spoken with.

Take Notes—Jot down notes on the back of business cards or on your notepad, so you have a reminder of who you spoke to about what.

Say Thank You—Send a brief follow up thank you note or email to the company representatives you met at the job fair. Reiterate your interest in the company and remind them you're a strong candidate.

Source: Tips for Attending a Job Fair by Alison Doyle, Job Searching Expert